## Lesson One: Understanding Word

## Starting Word

**Microsoft** Word is what type of software?

When Word is launched, the program opens with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The blinking ***\_\_\_\_\_\_\_\_\_\_\_\_***in the upper-left corner of this document is where you will begin creating your text.

What is an **I-Beam?**

List three different methods for starting Word. *Remember that in some settings, like our network, not all methods are able to be implemented.*

## Working with Onscreen Tools

A *\_\_\_\_\_\_\_\_\_\_\_\_\_* is an instruction that you give to Word by clicking a button or entering information into a command box.

You also learn how to use\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a tool that replaces some of the keyboard shortcuts from earlier versions of Microsoft Word.

## Using the Ribbon

In Word 2010, the ***\_\_\_\_\_\_\_\_\_***is divided into eight ***­­­­­­­­­­­­­\_\_\_\_\_\_\_\_***, or areas of activity.

In turn, each tab contains several ***groups***,or collectionsof related Word commands.

In this exercise, you learn to use the Ribbon by making tabs active, hiding and displaying command groups, and using the dialog box launcher and drop-down arrows.

In all Office 2010 programs, the Ribbon is \_\_\_\_\_\_\_\_\_\_\_\_\_, which means it displays commands related to the type of document or object that you have open and on screen.

Command boxes with small drop-down arrows have a drop-down ***menu,*** or list of options, associated with them; you click the drop-down arrow to produce this menu.

Most groups have a ***\_\_\_\_\_\_\_\_\_\_\_***—a small arrow in the lower-right corner of the group—that you click to launch a ***\_\_\_\_\_\_\_\_*** that displays additional options or information you can use to execute a command.

**List the Tabs and Groups on the Ribbon beginning with the HOME tab. You will be required to know what commands are in each of the groups and tabs by the end of the 9 weeks.**

For example: Home: Clipboard>Font>Paragraph>Styles>Editing

## Using Key Tips

## What do KeyTips do?

## Every command on the Ribbon and the Quick Access Toolbar has a KeyTip.

## What is the keyboard shortcut for the KeyTip?

## The small square labels that contain this information are called badges. In this exercise, you learn to display and use KeyTips.

## Opening the Backstage View

Here is a brief overview of the commands that appear in the Backstage view navigation pane:

**Save:**

**Save As:** Saves a document in a **\_\_\_\_\_\_\_\_\_\_\_**format (Word 97-2003, .pdf, .txt, .rtf, .htm, and so on) and enables you to save documents in multiple locations, such as a USB flash drive, hard drive, network location, desktop, CD, or DVD.

**Open:** Opens an **\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_** from any target location; if you open a document created in an earlier version of Word, Compatibility Mode automatically activates (the title bar indicates when Compatibility Mode is active).

**Close:** Closes an open document (**the program remains open**).

**Info:** The options in this group (shown on Slide 22) prepare and mark documents as final so that no changes can be made to them; protect documents with a password or restricted permissions; add a digital signature; inspect the document for sensitive information; check document accessibility and compatibility; manage different versions of a document; and prepare documents for distribution.

**Recent:** Displays recently opened documents for quick access.

**New:** Creates a new document, blog, or template.

**Print:** Offers several sets of options—the ***Print*** options enable you to send documents straight to a default printer and choose the number of copies to print; the Printer options enable you to choose a printer and set printer properties; the ***Settings*** options enable you to set document properties (orientation, collation, and so on); and the ***Preview*** screen enables you to visually check your document for errors before printing.

**Save & Send:**

**Help:** Provides support and tools for working with Word.

**Options:**

# Using the Microsoft Help Button

Is there online help from Microsoft?\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are connected to the Internet, you also can choose to use Microsoft’s online Help features.

Microsoft Word Help has buttons such as \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_.

A quick way to find Help information is to key a word or words into what?

The ***Connection Status menu*** is located where?

This menu lets you determine whether the Help screen displays content available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or only those topics \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on your computer.

The Search drop-down menu enables you to specify the scope of topics you want to search, including All Word, Word Help, Word Templates, Word Training, or Developer References.

Can you print Help information? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Creating a Document

Text is entered to which side of the insertion point?

What are the default spacing and margins?

## Displaying Nonprinting Characters

* What are ***nonprinting characters***?
* Define the following symbols ( ¶ ), (→), ( • )

## Keying Document Text

When sending professional correspondence to customers, it is good business practice to ensure the document is in an acceptable format and error free.

Describe the requirements for a **block style letter:**

What the difference between open and closed punctuation.

## Saving a Document

What filename is the default?

After editing an existing document, you can choose to save that document with a new filename in a specific target location. **Is this the save or save as function?**

*Tip:* In some cases, you may want to save the original and edited documents in the same target location but with different filenames. Keeping the original document will allow you to reference it at a future date.

## Saving The Document For The First Time

What must you specify when saving the document for the first time? Why?

Describe the steps to save the document for the first time. How do you save the document in a new location? New Name?

## Choosing a Different File type

Why would you change the file type?

What is the default file extension for Word 2007 and higher?

What is the file extension for the earlier versions?

*Look this up online* **What is a PDF and what are its advantages? What is a RTF file format?**

## Converting a Document

What is compatibility mode used for?

## Previewing and Printing a Document

What TAB is the Print command on?

What are the three groups of printing options available?

The \_\_\_\_\_\_\_\_\_\_ gives you an opportunity to see what your printed document will look like so you can correct errors before printing.

## Previewing in the backstage view

***Before printing your document, you need to preview its contents so you can correct any text or layout errors.***

The Print command feature includes three sets of options: \_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_.

Choosing the Print command automatically prints the document to the default printer.

The Printer options enable you to select a printer, print to file, or change printer properties.

Use the\_\_\_\_\_\_\_\_\_\_ options to print only specific pages or selections of the document, collate it, and so on.

## Choosing a Printer

If your computer is connected to multiple printers, you may need to choose a destination printer for your document. Our classroom has two printers connected. The OKI prints in color and the Deskjet. If your printer is already set up to print, as is the case in most classroom environments, you will not need to complete this exercise.

## Closing a Document and Closing Word

What is the difference between closing and exiting a document?